**Role:** Volunteer coordinator

**Responsible to:** HR / Safeguarding Lead

**Time commitment:** approximately 4 – 6 hours per week

**Task Description:**

* Advertise and recruit for new volunteers
* Receive and process volunteer applications
* Undertake informal interviews with new volunteers
* Ensure that all volunteers sign a Confidentiality Agreement
* Ensure that all volunteers sign a Photograph Permission form
* Ensure that all volunteers adhere to foodbank policies and procedures
* Arrange and assist with the induction of new volunteers and provide them with appropriate training and volunteer handbook
* Ensure Volunteer Database is regularly updated.
* Organise and facilitate additional volunteer training as required
* Coordinate volunteer rotas in liaison with other coordinators
* Report any health & safety or safeguarding concerns to the H& / Safeguarding Lead.
* Attend monthly Steering Group meeting
* Comply with Trussell Trust procedures & policies

How to Apply

For more information please contact David Findlay, email dfindlay@airdrie.foodbank.org.uk or fill in our application form from <https://airdrie.foodbank.org.uk/wp-content/uploads/sites/67/2021/04/Airdrie-Volunteer-Application-Form-GDPR.docx> and email to recruitment@airdrie.foodbank.org.uk

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